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## Appendix A

IEC Policy on document availability  
Printed from the IEC website at  
<http://www.iec.ch/support/info/dloadn-e.htm>  
(2 pages)


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## TECHNICAL WORK

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### Information about file formats

#### WHAT'S RELATED

- ▶ Publications and work in progress
- ▶ Working documents
- ▶ Committee project files and work programmes

#### SEARCH DATABASE

 


- ▶ Search & buy standards
- ▶ Download area
- ▶ Customer Service Centre

- ▶ .doc
- ▶ .htm or .html
- ▶ .pdf
- ▶ .txt or .text
- ▶ .zip
- ▶ .exe
- ▶ IEC meeting folders

To **download a file**, click on its link. Depending on both the type of file and the way in which your system is set up the file will either be displayed or you will be asked where you want to save it (so you can open it later). Clicking on the link with the right mouse button on most PC browsers allows you to save the file directly to your local hard disk. If you need help, contact your local system support.

#### IEC Policy on document availability:

**Published standards and other published documents** are available from your [National Committee sales outlet\(s\)](#), the [IEC Web Store](#) and the IEC Central Office.

**Working drafts and other committee papers** are available only to the officers of the committee or group concerned; as such, these documents are found in password-restricted areas of the system. If you need such a document and are not an officer of the appropriate committee or group, make your request to your own [National Committee](#); **IEC Central Office cannot make exceptions to this policy**. If you are an officer of a National Committee, technical committee or subcommittee and do not have a password, please [request one](#).

#### .doc

Documents in Word format (Microsoft's word processor). After download, these documents may be opened in Word and edited, printed, etc. Paragraphs, type styles, fonts, etc., will be adjusted to the particulars of your system. Most browsers can be configured to automatically start Word to display such documents while online; the alternative is to save the file to your system and open it with Word later. Microsoft also has available a [free viewer](#), which allows limited access to Word documents. Note that Word documents can contain automatic macros which start to run when the document is opened; viruses have been reported in a few such macros, so it is safest to check the file for such viruses before opening it.



#### .htm or .html

Documents in WWW format. These documents contain visible characters ("tags") in the text which control the formatting when they are displayed with WWW browsers.



#### .pdf

Portable Document Format documents are compatible with Adobe's Acrobat desktop publishing software. The difference between this and word processing is that desktop publishing ensures the same display no matter what computer system is being used. Many IEC documents are available in .pdf format so that tables, equations, pagination, etc., will be preserved. Viewing such documents requires an Adobe .pdf viewer. Most browsers can be configured to automatically start the viewer while online; the alternative is to save the file to your system and open it later. [Simple viewers](#) are free.



**.txt or .text**

These are simple text files, without formatting information. Browsers display these files.

**.zip**

Zip files are used to save download time. They are created from the file types above by eliminating redundancy, thus making the file for transmission smaller and the transmission time shorter. These files should be saved to your local hard disk and then unzipped with the appropriate software (a number of shareware products are [available](#)). Several individual files can be zipped into a single file for transmission. For large documents, especially those in .doc format, there can be a very large savings in download times, although the process of unzipping before being able to read the file(s) is more complex.

**.exe**

Programs which run on a PC. The only .exe files available on the IEC site are self-extracting .zip files. When such a file is run as a program, it unzips the contents without the need for any additional software. Before executing these files, you may nevertheless prefer to save them locally and check them with suitable anti-virus software. The disadvantage of .exe files is that they can **only be used on a PC** and not on Mac or UNIX systems. Also, as there is no intervention by the user, it is not possible to decide where the files will be installed; it may therefore be necessary to move files around after they have been decompressed.

**IEC meeting folders**

IEC meeting folders contain multiple documents compressed into a single file.

The IEC distributes meeting folders for certain committees which contain complete collections of documents for a particular meeting. The folders are accessed on the IEC web site through the agenda of the meeting. Agendas for [IEC Council](#) and the [Standardization Management Board](#) are also available. All the documents are in Adobe's [Portable Document Format](#) (.pdf) and you will need a suitable reader in order to use them.

The folder files are distributed in two formats, as .zip and .exe files. Decide on which format you prefer to use. The .exe format is probably preferable for less experienced users, whilst the .zip format will be preferred by those who need to work manually with the installation process or are not using PCs. Download the file chosen to your local system ([see the document notes](#)).

If you have downloaded the .exe file, find it (using Windows File Manager or Windows Explorer) and double-click on the file name to perform the expansion. If you have downloaded the .zip file, expand it using the appropriate software.

Once you have expanded the files, find the file called **AGENDA.PDF**; open it using the Acrobat Reader (usually by simply double-clicking on the filename). Documents mentioned in the agenda will appear as links -- as the cursor is moved over the links it will change shape -- and the linked documents can be opened by clicking on the link.



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